

~~CONFIDENTIAL~~

Approved For Release 2001/02/20 : CIA-RDP61-00274A000100070002-8

Document No. 2

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 170278 By: 025

Re: Deputy Director (Support)

SUBJECT: Survey of Contract Personnel Division, Office of Personnel.

1. THE PROBLEM:

To define the specific functional responsibility of the Division, propose an effective internal organizational structure, and recommend an adequate staff.

2. FACTS BEARING ON THE PROBLEM:

- a. The present Contract Personnel Division is the former Special Contracting, Allowances and Processing Staff, previously recommended for division status because the functions of the element have no staff level implications. The functional responsibilities and activities of this element remain as they were.
- b. This element, though logically attached to the Office of Personnel, performs a solo type service for the operating components and its activities have a minimum interrelationship with the other activities of the Office. There is a close relationship between the activities of this element and those of the Office of the General Counsel.

3. DISCUSSION:

- a. The internal organization in effect at the time of the examination of this element appears to be correct in relation to the functions.
- b. In the absence of a detailed procedural survey, the tasks being performed appear to justify the staff assigned to this Division. In view of the recent personnel scaling limitations, questions concerning staffing are now academic until such time as procedural adjustments may free certain positions for reassignment.
- c. Examination of the Division disclosed certain operational problems needing resolution. However, these matters are not within the scope of the present survey; they should be made the subject of individual study.
- d. The character of the product of this Division justifies the higher clerical to professional ratio approved in this T/O as compared to other elements in the Office of Personnel.

~~CONFIDENTIAL~~

Approved For Release 2001/06/30 : CIA-RDP61-00274A000100070002-8

CONFIDENTIAL

Approved For Release 2001/03/27 : CIA-RDP61-00274A000100070002-8

- 25X1C4a
- e. A comparatively wide latitude for autonomous operation must be conceded to this Division by the Director of Personnel. The legal aspects of the contracting activity require guidance from the General Counsel. 

4. CONCLUSIONS:

- a. The functions of this element justify its realignment as a Division in the Office of Personnel structure.
- b. The internal organization of the element is logical in view of its functions.
- c. The present staffing is adequate for the activities now being performed.
- d. Certain operational questions relating to present activities should be resolved by Office of Personnel staff action in coordination with the operating components.
- e. The Division must continue to have a considerable latitude for autonomous action.

5. RECOMMENDATIONS:

It is recommended that:

- a. The present internal organization of the Division be continued - See Tab A.
- b. The functional statements proposed for the Division be approved - See Tab B.
- c. The present $\frac{2}{1}$ for the Division be continued, pending further examination of Office of Personnel procedures - See Tab C.

SECRET


Chief, Management Staff

25X1A9a

ATTACHMENTS:

- Tab A - Organization
- Tab B - Functions
- Tab C - $\frac{2}{1}$

CIRCUMSTANCES: (See next page)

Approved For Release 2001/03/27 : CIA-RDP61-00274A000100070002-8

CONFIDENTIAL

~~SECRET~~
~~CONFIDENTIAL~~

SUBJECT: Survey of Contract Personnel Division, Office of Personnel.

CONCURRENCES:

SIGNED
Director of Personnel

19 OCT 1955

Date

ACTION BY APPROVING AUTHORITY:

APPROVED:

15/

29 Oct. 1955

Deputy Director (Support)

MS/SRM:es (7 October 1955)

DISTRIBUTION:

Orig. & 2 - DD/S
2 - Off. of Pers. ✓
1 - Comptroller ✓
1 - Chrono ✓
1 - Mgmt. File ✓

25X1A9a

1 - Mgmt. Comeback

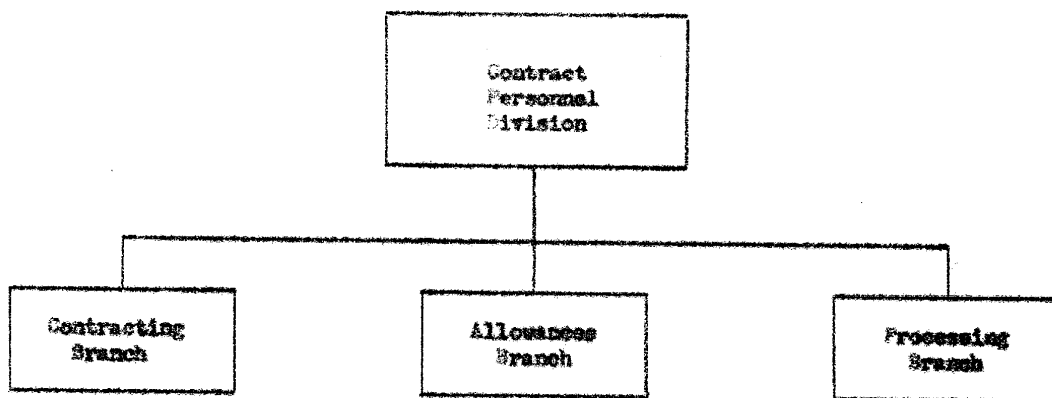
~~SECRET~~
~~CONFIDENTIAL~~

CONFIDENTIAL

Tab A

Proposed Organization

Contract Personnel Division



CONFIDENTIAL

SECRET

~~SECRET~~
CONFIDENTIAL

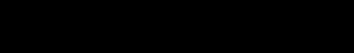
Tab B

Proposed
Functional Statements

Contract Personnel Division

The Chief, Contract Personnel Division, under the general direction of the Director of Personnel, shall:

1. Recommend policies and standards concerning Agency contracts for personal services and in the matter of special allowances to staff agents.
2. Prepare and execute contracts and letters of appointment on behalf of the Agency in those instances wherein personal services are to be obtained through a contractual relationship,

3. Prepare letters of authorization 
4. Review, for compliance with Agency standards and allowances, all personal service contracts prepared and executed in the Field.
5. Accomplish the processing of Staff Agents.
6. Determine and approve, within Agency limitations, special allowances authorized for particular assignments.

25X1C4c

25X1C4a

~~SECRET~~ **CONFIDENTIAL**

25X9A2

Approved For Release 2001/03/30 : CIA-RDP61-00274A000100070002-8

Approved For Release 2001/03/30 : CIA-RDP61-00274A000100070002-8